1. Name of institution:

National Employment Office (NEO)

2. Project description

Construction of a panel database for longitudinal research within the NEO.

This database will be based on the courses that follow original NEO-claimants over a long-term period of time (5 to 10 years).

In order to fully explore this database, it has to be linked with other institutions by way of the Cross-Roads Bank for Social Security in order to register the outflow at other institutions and other social security situations (National Sickness and Invalidity Office, National Social Security Office-LATG database, National Pensions Office and any other institution which might come to be integrated into the data warehouse). In this sense, it is therefore a transinstitutional project, but each institution wants to carry out research in accordance with its own objectives. As a result, the NEO must select and maintain its own representative sample.

3. Assignment for implementation

a) By the scientific team:

- Help to constitute a representative sample of individuals and to codify it in order to make the sample anonymous;
- Clearly specify how and under which circumstances new cases should be added in order to safeguard the representativeness and to take into account the evolution of the whole population;
- Help to analyse the first results, to draw up an appropriate methodology, to work out a typology of careers (what kind of individual courses can be foreseen,…)
- In general: to support and to form the team in charge of following up as well as of updating the panel database and the team in charge of the results analysis

b) By the public institution:

Prior to the scientific team's actual work:
- Draw up the panel database objectives for longitudinal research: what is the aim we are pursuing with this longitudinal research?
- Contact the Cross-Roads Bank for Social Security to examine the legal possibilities for the NEO for obtaining anonymous individual data and to see how these can be exchanged in order to carry out longitudinal research
- Appoint a permanent team of technicians within the department of Statistics and Studies, who will be responsible for the constitution, the following up and the supervision of the panel (safeguard of the sample representativeness)
- Have a robust computer structure for the implementation and the updating of the panel database as well as for keeping available the data supply (quarterly, half-yearly and yearly) during a long period

During the project:
- Support from the departments of Statistics, Studies and IT
- Determine the variables which are to be consulted in the Cross-Roads Bank for Social Security if an unemployed person "leaves" the NEO for another status
- Appoint a study team to analyze the results (quarterly and half-yearly) in co-operation with the panel supervising team that also carries out elaborated research reports after 5 or 10 years
- Make interim reports about the observations (every year)

4. Expected end product

a) From the scientific team:
   i)   Selection of a representative sample for the panel
   ii) Methodology for analysis of the results and career typology
   iii) Trained staff within the NEO for panel monitoring and updating
   iv) Trained staff to analyze the results

b) For the public institution:
   i)   Panel database for longitudinal research
   ii) Methodology to analyze the results and to constitute a career typology
   iii) Trained staff for panel selection and monitoring
   iv) Trained staff to analyze the careers
   v)   Annual reports; after 5 years and 10 years elaborated studies

5. End product valorization

a) For the public institution: Integration of the end product into its own workings:

The panel database makes it possible for the NEO to trace the courses or careers followed by the unemployed in the course of the years and to draw scientific conclusions from them for better policy-making.

b) For the 'public': access methods and conditions for the scientific community and general public

The panel database can also made available for further scientific research to other scientists interested in the longitudinal study of unemployment.

6. Timing, planning of activities

a) Timing of activities: project estimate in months:

24 months over a 5-year period

b) Planning of activities:

- *For the scientific team:*

(a) Getting to know the project promoters and participants (the departments concerned - at least Statistics, Studies and IT), explaining the objectives, expectations assessment: 1 week
(b) Getting a grasp of Statistics: sources, treatment by means of profiles, etc.: 5 months
(c) On that basis proposal for panel selection: 1 week
(d) Determining the variables about which the cross-roads bank will be interrogated in case of outflow: 1 month
(e) Training the panel monitors, to be chosen from the Statistics and Studies departments: during all the stages of the project: 6 months
(f) Drawing up a findings analysis methodology (a.o. possible career typology): 2 months
(g) Help with treatment and analysis of the first findings: 5 months
(h) Training the NEO research teams in charge of the findings analysis: 5 months

- *For the public institution:*
  (a) Get to know staff and departments participating in the project AGORA-team: 1 week
  (b) Statistics department informs AGORA-team of statistics sources and way of treatment by means of profiles etc.: 5 months
  (c) Discussion and assessment by Statistics, Studies and IT-people and AGORA-team on AGORA proposal for selecting a panel: 1 week
  (d) Discussion between Studies, Statistics and AGORA over AGORA's proposal on the variables we will interrogate the cross-roads bank: 1 week
  (e) Training by AGORA of the fellow workers of the Statistics and Studies department charged with panel monitoring: 6 months
  (f) Drawing up a career methodology and typology with the help of AGORA: 2 months
  (g) Training the NEO research team for the findings analyses: 5 months

7. Special conditions

a) Suggestions for the composition of the accompanying committee:

Someone from the top management, 2 people from the Studies department and 2 from the Statistics department, 1 representative from the Social Security Cross-roads Bank, 1 researcher and 1 person from SSTC.

b) Confidentiality clause (where applicable)

c) Presence, where necessary, of the team within the institution

2 years spread over a 5-year period

d) Others
  ii) Adequate backing by the top management
  iii) Adequate IT-resources for the storing and exploring over a long period of time of very large files related to different points in time

iv) Stable staff to take care of the panel over a long period of time, on the one hand, and to examine the interim findings and to carry out studies, on the other hand.